

TOWN OF WHEATON PROPERTY AND ROAD RIGHT-OF-WAY DOWNED/DEAD TREE POLICY

CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	BIDDING PROCEDURES.....	1
5	RESPONSIBILITIES	2
	Reporting.....	2
	Records management.....	2
6	EXCLUSIONS	2
7	DEFINITIONS	2
8	FEEDBACK.....	2
9	APPROVAL AND REVIEW DETAILS.....	2

1 PURPOSE

- 1.1 This policy establishes an effective, accountable, and transparent framework for handling downed/dead trees on Town of Wheaton property and road right-of-way.

2 SCOPE

- 2.1 Town of Wheaton property and road right-of-way.
- 2.2 All Town of Wheaton employees.

3 POLICY STATEMENT

- 3.1 All downed or dead trees on Town of Wheaton property and road right-of-way will be marked before removal.
- 3.2 All downed or dead trees will be cut by Town of Wheaton employees or licensed and insured tree professionals.
- 3.3 All downed or dead trees in Town of Wheaton road right-of-way can be placed on resident's property for their use after receiving resident approval.
 - 3.3.1 For residents that DO NOT want downed or dead trees placed on their property the Town of Wheaton will transport downed or dead trees to the Town of Wheaton recycling center and pile them for sale.
- 3.4 All cut wood from Town of Wheaton property will be transported to the Town of Wheaton recycling center and piled for sale.
- 3.5 All brush will be piled in open area for Wheaton Fire Department to use on fire drills (if possible).
- 3.6 Cut logs and firewood will be offered for sale by bid each mid-September. Bidders will have 2 weeks to bid. Highest bid will win!
- 3.7 Payment to Town of Wheaton Clerk will occur within 5 days of winning bid notification.
 - 3.7.1 Town of Wheaton Clerk will notify recycling center attendants when payment is received.
- 3.8 Winning bidder will remove won cut logs/firewood by November 30th.
 - 3.8.1 If won cut logs/firewood are not removed by November 30th the next winning bidder will be contacted and there will be no refunds to the original winner bidder.

4 BIDDING PROCEDURES

- 4.1 Bidding notices will be posted at the Town Hall, Recycling Center, and Town of Wheaton website in mid-September if cut logs/firewood available.
- 4.2 Bidding notice will include bid format.
- 4.3 All bids are to be submitted to the Town of Wheaton Clerk by posted dates.
- 4.4 Town Board will review bids and award-winning bid at October Town Board Meeting.
- 4.5 Any late bids will NOT be opened/reviewed.

5 RESPONSIBILITIES

Reporting

- 5.1 No additional reporting is required. [or replace this statement with details of any required reporting]

Records management

- 5.2 Staff must maintain all records relevant to administering this policy in a recognised Town of Wheaton recordkeeping system.

6 EXCLUSIONS

- 6.1 Natural disasters are excluded from this policy as emergency measures may be implemented due to the amount of downed tree damage.

7 DEFINITIONS

- 7.1 Winning Bid: The bid with the highest total price to be paid by the winning bidder.

8 FEEDBACK

- 8.1 Town of Wheaton residents may provide feedback about this document by emailing wheatonpark@gmail.com

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Town of Wheaton Town Board
Advisory Committee to Approval Authority	Town of Wheaton Parks Commission
Administrator	Wheaton Parks Commission Chair
Next Review Date	September 1, 2020

Approval and Amendment History	Details
Original Approval Authority and Date	Town of Wheaton Town Board on 11/12/2019
Amendment Authority and Date	[Relevant approval authority MM/DD/YYYY]; [Policy Portal Administrator adds the latest amendment information.]
Notes	